



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB PROGRAM SPECIALIST II

Job Number: 20001040

Job Code: 47160V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs independent professional vocational rehabilitation functions such as vocational or technology assessments, rehabilitation technology, job development and job placement, supported employment, vocational evaluation, rehabilitation instruction, basic public relations and/or marketing functions in a rehabilitation program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling or a related field.

EXPERIENCE:

Must have two years of professional experience in vocational rehabilitation, vocational assessment, employer relations or rehabilitation technology.

Substitute EDUCATION for EXPERIENCE:

EDUCATION & EXPERIENCE: A bachelor's degree in one of the above areas plus two years of professional experience in vocational rehabilitation, vocational assessment, employer relations or rehabilitation technology will substitute for the required master's degree.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and evaluates medical, psychological, vocational and other reports. Determines consumers need for specialized vocational rehabilitation services in order to prepare for, enter into, engage in, or retain gainful employment. Assesses needs for rehabilitation technology. Makes recommendations for modifications, assistive devices, etc. to meet the individual needs of persons with significant disabilities. Develops individual training plans including training, technical aids and devices, recreation, transportation and other necessary vocational rehabilitation services. Trains consumers in specific skills either individually or in a classroom setting. Prepares evaluation reports, correspondence and attends meetings to provide recommendations for future rehabilitation planning. Serves on inter-disciplinary teams to provide professional input regarding the development of Individualized Plans for Employment. Develops on- the- job training sites for consumer work experience and prepares and monitors on- the- job training contracts. Works with counselors to recommend and teach skill levels that assure job placement consistent with the individual's unique strengths, resources, priorities, concerns, abilities and capabilities. Assesses and develops plans for consumers to live independently. Serves as resource person for school transition, mental health/mental retardation, and/or community based organizations involved in services for the disabled and supported employment issues. Participates in various service programs for persons with disabilities including Social Security Administration Benefits Program, Workers Compensation, Veterans Administration, Projects with Industry and other inter-agency coordination.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.